



# Inland Windsors Apartment Owners' Association

Mary Hill, Airport Road, Mangalore - 575 008. ☎ : 0824 - 4050138

Ref: .....

Date : .....

To,  
Mr. A J Yogesh Achar, Proprietor,  
PAN # BLYPA6611F.  
A j Security Services  
Man Power & House Keeping Services,  
Annavista,Ground floor,Shivbagh  
Mangalore -2

Date: 17-06-2022

**Sub: Issue of Letter of Intent (LOI) for Housekeeping services at Inland Windsor Apartment for the period starting from 01-07-2022 to 30-06-2023.**

**Ref: Your Quotation AJSS/QN-0199/2022 dated 12-05-2022.**

Further to our Management committee meeting held with you and your final quotation for offer of uninterrupted manpower services for Housekeeping services to be provided at our **Inland Windsor Residential Apartment, situated at Padavinangady, Airport Road, Mangalore-575008.**

In this regard we would like to inform you that, Our Managing committee is **pleased** to continue the Housekeeping **agreement** at Inland Windsor effective from **1<sup>st</sup> July 2022 to 30<sup>th</sup> June, 2023** for a period of one year subject to fulfilling the following conditions and scope of work as agreed by two parties herewith. The formal agreement should be done within one month from the date of signing of this LOI.

**Scope of Works:**

1. Maintaining the entire Inland Windsor's building premises (i.e. both inside and outside the building area including basements, floors, stair cases, lifts, generator area, terrace area, toilets etc.) in a very clean and hygienic condition at all times.
2. Duty hours shall be 9 hours with 1 hour break for 365 days.
3. Areas covered under scope is as follows:-

**Parking Area:**

Basement 2: 50,450sqft

Basement 1: 49,600sqft

**Common Area:**

Basement 2: 1150sqft

Basement 1: 1070sqft

Ground Floor: 3540sqft

2<sup>nd</sup> -23<sup>rd</sup> floor: 1840 sqft each

**Terrace Area:17900 sqft**

Ground floor podium: 28,800 sqft

Driveway Area (Main Ramp):14050 sqft

**Club House:**

Ground +First+Second: 9800 sqft

3<sup>rd</sup> Floor (Terrace): 3200sqft

Deck Area(G.F) :2600 sqft

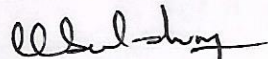
**For A. J Security Service**  
*A. J Yogesh Achar*  
**Proprietor**

**For Inland Windsors  
Apartment Owners' Association**

*[Signature]*

4. **Materials to be used:** You should use standard quality materials, equipment's and chemicals as agreed between management and you for the cleaning as per attached **Annexure 2**. In case it is found that the materials used are not of acceptable quality or inadequate consumption, the amount will be deducted from your bill and action will be taken to terminate this contract.
5. **Workmen & Supervisors:** All Housekeepers and supervisors should be provided with clean uniforms with identity badges. The workmen should work under the control and supervision of your supervisors only. Any lapses /shortfalls/negligence on the part of any workmen shall be brought to the notice of your supervisor who will take immediate action on issue or complain. Total manpower attendance required to be deputed is 60man days per week for full term of contract.
6. **Water and Power:** Water and power required for the purpose of cleaning will be provided by us free of cost. The power should be taken only from the power points provided in the building. Water in buckets should be changed before it gets dirty and floor mopping to be done only with clean water. One set extra double buckets will be provided by **IWAOA** to speed up the process.
7. **Insurance:** You should cover all the workmen/supervisors under Group Personal Accident Insurance Policy for adequate amount. We will not be responsible for any benefits/claims in case of any injury or death of your workmen in the course of their employment on our site.
8. **Payment of salary to your workmen:** It is your responsibility to pay the salary as per Law and any other statutory benefits like EPF, bonus, ESI gratuity, leave salary, etc. to the workmen/supervisors employed by you. We will not be responsible for any such payments or claims.
9. **Safety:** All workmen should be provide with safety devices like safety shoes, helmets, safety belts and should be advised to follow all safety requirements while doing the job. All rope ladders/ safety kits will be provide by you at your cost.
10. **Working Timings:** Housekeeping staff and Supervisor will work on General Shift starting at 9.00 AM to 6.00 PM. Any absenteeism should be compensated by the management of A J Services without any delay or subject to deduction of fees payable by the Windsor. One day weekly off is considered for 10 staffs deployed.
11. **Payment:** You will be paid lump sum amount of Rs.19,440.00 per month for one Supervisor and Rs.16,740.00 per month each for 9 housekeepers consisting of 7 female members and 2 male member. In addition to this, use of Branded chemicals @ Rs. 19,000.00 per month. The monthly total amount shouldn't be more than **Rs. 1, 88,440.00 (Rupees One lakh Eighty eight thousand four hundred and forty only)** per month exclusive of GST as applicable (present GST rate is 18%) subject to production of tax invoice indicating your GSTIN. The rate is fixed for the duration of the contract period and not subject to any revision. The above rates are inclusive of everything and no further payment will be made whatsoever during this contract period. All payments are subject to deduction of tax at sources as applicable as **well as actual attendance of people employed.** The amount indicated is for 30 days per month.

For Inland Windsors  
Apartment Owners' Association



-or A. J Security Service

A. J Security Service

Proprietor

Your attached Quotation and ANNEXURE-1 (estimated works against the manpower) and ANNEXURE- 2 (List of consumables, cleaning chemicals and tools and equipment used in Windsors)

Notes : You are not allowed to take away any housekeeping equipment's from Windsor without gate pass and duly authorised by President for any reason whatsoever which shall also form part of this LOI signed and conditions as specified as above.

Both parties shall sign this LOI as a formal taken of acceptance of agreement.

Thanking you,

Yours Faithfully,



For Inland Windsor Apartment  
Owners Association.  
For Inland Windsors  
Apartment Owners' Association

A handwritten signature in blue ink.

President / Secretary / Treasurer

President

ACCEPTED  
for A J Security Services  
(A J Yogesh Achar )

For A. J Security Service

A handwritten signature in blue ink.

Proprietor

PROPRIETOR